



## OPEN EXAMINATION

### ADMINISTRATIVE LAW JUDGE I, DEPARTMENT OF SOCIAL SERVICES

#### OPEN - STATEWIDE

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME. THE TESTING OFFICE SHOWN BELOW WILL ACCEPT APPLICATIONS CONTINUOUSLY AND WILL NOTIFY AND TEST APPLICANTS AS NEEDS WARRANT.**

**POSITIONS EXIST** Sacramento, Bay Area, Los Angeles, and San Diego

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated. This is an open examination. Applications will **not** be accepted on a promotional basis. Career credits will not be granted.

**HOW TO APPLY** Applications (STD Form 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an examination title will not be accepted and returned to the sender. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**APPLICATION DEADLINE** **CONTINUOUS FILING**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

**SALARY RANGE** \$7494 - \$9063

**ELIGIBLE LIST INFORMATION** Names of successful competitors are merged on the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAM** All applicants must meet the minimum qualifications as stated at the time the application is filed. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM  
QUALIFICATIONS**

Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment. **AND**

**EITHER I**

One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

**OR II**

Five years of experience in the practice of law\*, which shall have included at least two years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

\*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

**SPECIAL  
PERSONAL  
CHARACTERISTICS**

Willingness to travel, tact, and judicial temperament.

**POSITION  
DESCRIPTION**

Under direction, to preside over quasi-judicial hearings as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to render final and proposed decisions involving the full complement of issues pursuant to delegation or to assist the agency in formulating its decisions; and to do other related work.

**EXAMINATION  
INFORMATION**

A candidate may be tested only once during a 12 month period.

This examination will consist of a Supplemental Application only. All candidates **must complete** a Supplemental Application and mail with the application (STD Form 678). Applications received without a Supplemental Application **will be rejected**. The information on the Supplemental Application will be used to assess on a competitive basis, each candidate's relevant education, training, and experience. The Internet website for the Supplemental Application is located at: <http://www.dss.cahwnet.gov/pdf/final5supapptest.pdf>

The Supplemental Application will be evaluated competitively by a rating committee using preestablished rating criteria.

**SUPPLEMENTAL APPLICATION- WEIGHTED 100%**

**Scope:**

**A. Knowledge of:**

1. State and federal public assistance programs.
2. Administrative hearing proceedings.
3. Rules of evidence governing such procedures in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
4. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs and child support enforcement.
5. Legal research in order to confirm the applicability of legal principles to a particular case.
6. Court decisions interpreting the powers of administrative boards and agencies.
7. Principles and theories of administrative law and the judicial review of administrative actions.
8. Legal terms and forms in common use in administrative proceedings.
9. Computer word processing software.

EXAMINATION  
INFORMATION  
(CONTINUED)**B. Ability to:**

1. Communicate effectively both orally and in writing as appropriate for the needs of the parties.
2. Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Manage one's caseload to ensure timely decisions.
4. Keep up with changes in law, regulation and policy
5. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.
7. Perform legal research in order to formulate final and proposed decisions.
8. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
9. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.
10. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.
11. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.
12. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.
13. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
14. Combine pieces of information to form general rules or conclusions (includes finding a among seemingly unrelated events).
15. Conduct hearings that gain confidence and respect of the parties.

VETERANS  
PREFERENCE

Veterans preference credit will **not** be granted in this examinations since it does not qualify as an entrance examination.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

(CONTINUED ON NEXT SIDE)

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Department of Social Services and the State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**  
**744 P STREET**  
**SACRAMENTO, CA 95814**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.